

**MICHIGAN DOMESTIC VIOLENCE PREVENTION  
AND TREATMENT BOARD**

**MEETING MINUTES**

**December 5, 2001**

**\* \* \* APPROVED – May 17, 2002 \* \* \***

**Members Present:**

James A. Fink, Chair  
Ferne Farber

Shirley Mann Gray  
Michelle Hayes

**Members Absent:**

Catherine Lucas  
The Honorable Edward Sosnick

**Staff Present:**

Lois Brennan  
Debi Cain, Executive Director  
Celestine Colton  
Sarah Heuser  
Mary Lovik

Julie Lyons  
Carri Phillips  
Karen Porter  
Joyce Wright

**Guests:**

Cindy Fricke, Grand Traverse Band of Ottawa & Chippewa Indians  
Kathy Hagenian, MCADSV  
Larry Hermen, Centerboard Associates  
Jean Kordenbrock, Michigan Women's Commission  
Dana Porter, Calhoun County Prosecutor's Office  
Sara Wallace, Calhoun County Prosecutor's Office

**Welcome and Introductions**

The December 5, 2001, Michigan Domestic Violence Prevention and Treatment Board (MDVPTB) meeting at the Kellogg Hotel and Conference Center, East Lansing, MI, convened at 10:00 a.m. Introductions were made and a welcome extended to guests.

**BOARD CONSENT**

Review of agenda, and approval of September 21, 2001 Board meeting minutes.

**MOTION: F. Farber moved to approve the December 5, 2001 agenda and meeting minutes from September 21, 2001. Seconded by M. Hayes. Motion carried.**

## **CHAIR'S REPORT**

J. Fink announced that Judge R. Halloran has resigned from the Board. J. Fink and D. Cain have been in discussion with the Governor's Office regarding a replacement, but no offers have been extended to submit an Application for Appointment.

J. Fink reviewed a memo from Judge E. Sosnick regarding rebuttable presumption and custody matters. Although the Board has previously discussed this issue, there has not yet been an official position by the FIA. A working group of multidisciplinary professionals was convened to review three pieces of legislation, specifically rebuttable presumption issues. HB4546 and SB428 relate to the issue of rebuttable presumption and HB4664 and SB657 relate to joint custody. M. Lovik gave an overview of the bills and the working group's recommendations. Discussion ensued. The resulting memo from Judge E. Sosnick contains the Board's recommendations to the FIA. It is the consensus recommendation of the Board that the FIA support the concept of rebuttable presumption in custody cases where domestic violence is involved.

**MOTION: Moved by F. Farber to accept the consensus recommendation of the Board that the FIA support the concept of rebuttable presumption in custody cases where domestic violence is involved. Seconded by S. Mann Gray. Motion carried.**

### **The Governance Process: Board Job Description**

D. Cain noted that there were no recommended changes to this document. J. Fink asked D. Cain to evaluate the Board in terms of following the Board Job Description. L. Herman noted that the Board's functions are clearly defined and the Board demonstrates compliance. D. Cain noted that as the Board does the various pieces on ends work, it would be helpful to clearly identify the audience(s) for each of the Ends Statements.

**MOTION: Moved by Shirley Mann Gray to adopt the Board Job Description for the upcoming year. Seconded by F. Farber. Motion carried.**

### **Executive Limitation Policies: Financial Condition Policy**

J. Fink reviewed his draft revisions to the Financial Condition Policy to more accurately reflect the language adopted approximately one year ago. These revisions recognize that the budget process is determined by funds appropriated by the legislature, FIA budgeting, federal funds, that none of the income is governed by Board action, and that the Executive Director is responsible for ensuring that funds are appropriately administered. D. Cain noted these recommended changes more accurately reflect budget reality.

After review of the draft language, it was noted that a period be placed at the end of items 1-3, as opposed to a comma.

**MOTION: Moved by Shirley Mann Gray to revise the Financial Condition Policy with the proposed draft language, and with noted corrections. Seconded by M. Hayes. Motion carried.**

### **Executive Limitation Policies: Emergency Executive Director Succession Policy**

D. Cain explained that this language is actually contained in the December 3, 2001 draft revisions to the MDVPTB/FIA agreement. Discussion from a recent Governance Committee conference call noted that if there were consensus with the language in the agreement, the Board would take that language and transfer it to the policy. J. Fink will construct a policy for the next Board meeting.

### **Executive Limitation Policies: Annual Board Planning Cycle**

D. Cain noted that the Governance Committee had no recommended changes to the Annual Board Planning Cycle. The planning cycle was reviewed at the September 2001 retreat and it was consequently agreed that nothing would be affected as a result of changing to quarterly Board meetings. The Bylaws were also reviewed to ensure there was no conflict with the Enabling Legislation.

**MOTION: Moved by Shirley Mann Gray to adopt the Annual Board Planning Cycle. Seconded by F. Farber. Motion carried.**

### **MDVPTB/FIA Agreement**

The December 3, 2001 draft version of the MDVPTB/FIA Agreement was reviewed. While the Board is Governor-appointed, it is also a part of the FIA, so this agreement was developed to clarify the relationship between the Board and the FIA. L. Herman reviewed some of the changes, which include additions to address the Board's policy governance approach, providing visionary leadership consistent with founding principles, and to clarify roles and responsibilities. Regarding the Executive Director section beginning on page one, discussion ensued relative to the MDVPTB being responsible for designing and conducting an annual outcome-based evaluation of the executive director. There was concern over the concept of designing an annual outcome-based evaluation, as the FIA has an existing evaluation form. It was suggested that the word *designing* be removed from the language. D. Cain noted that this language was part of the original agreement.

Further discussion ensued on the issue to allowing the Executive Director to designate staff members to make day-to-day decisions in her absence and to manage staff. With concern regarding the necessity of staff members who have extensive knowledge of domestic and sexual violence issues, it was suggested that the term *MDVPTB* be added to the third line of the last paragraph to ensure that staff members appointed to oversee day-to-day operations are part of the MDVPTB staff. D. Cain noted that these appointees probably would not have signatory authority, as that responsibility would fall to an FIA employee. J. Beougher has not yet reviewed the changes contained in the December 3, 2001 version of the agreement. It was suggested that the Board approve this draft as revised, and authorize the Board Chair and Executive Director to negotiate a final copy, providing the intent is not changed, and execute the agreement.

**MOTION: Moved by Shirley Mann Gray for the Board Chair and Executive Director to negotiate a final copy of the Agreement without changes to intent, and execute the agreement. Seconded by M. Hayes. Motion carried.**

## **The Governance Process – Governance Commitment, Chairperson's Role, Monitoring Executive Director Performance**

These three policies were reviewed. J. Fink noted that for the Chairperson's Role, the Board policies, and stated positions of the Board are closely followed.

While reviewing the Monitoring Executive Director Performance, J. Fink noted that the Board does most monitoring by internal report, participation in the work of the Board and informal feedback.

The Monitoring Calendar was also reviewed and no changes were requested.

**MOTION: Moved by F. Farber to adopt the Governance Commitment, Chairperson's Role, and Monitoring Executive Director Performance Policies as currently written. Seconded by S. Mann Gray. Motion carried.**

## **MONITORING TO ASSURE ORGANIZATIONAL PERFORMANCE**

### **Executive Limitations – Treatment of Staff, Compensation and Benefits, Financial Condition, Assurance of Quality, and Contracting Process**

D. Cain discussed all four policies. There are no suggested changes on the Treatment of Staff Policy.

The Compensation and Benefits Policy is a section in which the Executive Director has little or no control. These decisions are more often made within the FIA and the Civil Service system.

With the Financial Condition Policy it was noted that we operate based on legislatively appropriated amounts of money and our reports are generated within FIA. The current economic climate within state government has an affect on our office via budget restraints and the hiring freeze.

Under the Assurance of Quality Policy, D. Cain highlighted the section regarding communicating required standards of care and operation to providers. The MDVPTB staff continues to conduct quality assurance standards monitoring with programs at the rate of one per month, as they have for the past year. These extensive quality assurance reviews provide a tremendous amount of information, a valuable service to the programs, and strengthen the quality of services across the state. While the monitoring is currently for DV comprehensive and STOP services, a sexual assault component will be added to the review in January 2002, with an additional goal of adding transitional housing in late 2002.

Quarterly meetings are held with domestic violence and sexual assault program Agency Directors, and these provide wonderful communication opportunities. These meeting range from one to two days. On occasion there are guest presenters, or funders from VOCA, MSHDA, or other programs to discuss better working relationships and contract issues. Formal meetings are held with state STOP partners on a quarterly basis and we are often working with them on many different initiatives. Batterer Intervention Standards is a focus area for the upcoming year.

Because there are five main funding avenues to MDVPTB programs and many of the programs have multiple contracts, development of a comprehensive contract is currently underway. We're working toward the next three-year contract period of October 2002 – September 2005. We are combining all the contracts together to become one comprehensive contract for each program.

D. Cain noted that the Contract Process Policy shows that we're looking specifically and seriously at the ends statements and being clear about tying in our money as a way to achieve the ends. We're trying to be more specific with the programs we contract with to tell them there may be federal requirements with the money, but that the Board also has very specific ends that state the priorities for grants.

**MOTION: Moved by F. Farber to accept the Executive Limitations Report. Seconded by S. Mann Gray. Motion carried.**

### **Education and Awareness**

S. Heuser presented a PowerPoint slide presentation regarding public awareness and education. The presentation contained information regarding strategic programs to provide public awareness and education to people throughout the state. General consensus was that a focus should be on assisting local communities to determine how to best serve their needs. D. Cain noted that within the next year a brochure, materials, and web site should be available to let people know where they can go for additional information. This issue will be added to the February 8, 2002 Board meeting agenda for follow-up.

**MOTION: Moved by S. Mann Gray to provide recognition to the Executive Director noting she and the organization are on track with the Board-stated ends statements. Seconded by M. Hayes. Motion carried.**

### **EXECUTIVE DIRECTOR'S REPORT – GENERAL OVERVIEW OF WORK TO DATE**

D. Cain noted that the legislative packet from the Lt. Governor's office is moving forward. The package of bills covers a wide variety of areas, from adding dating violence into the language, to initiatives that will bring compliance with federal Full Faith and Credit initiatives on personal protection orders.

D. Cain provided an update on pending legislation SB736, SB817 and SB761. She noted that SB736, Friend of the Court legislation, has been added to the domestic violence package to reflect that Friend of the Court staff must have training in domestic violence.

D. Cain has met with the BISC-MI leadership regarding how to better work on monitoring the batterer intervention standards and to make them available across the state. The process is beginning for the Request for Quote process for the next 3-year period. The RFQ has been written to reflect the Board's policy that programs must meet specified standards to qualify to bid, and the same general geographic areas remain as they are currently. Therefore, bidding has opened up for the 45 primary sites currently existing. Programs are bidding on geographical areas.

### **PUBLIC COMMENT**

There was no public comment.

## **PROCESS EVALUATION**

Overall the Board felt this was a great meeting. There is a lot to accomplish and it has been done well. Board and staff work well together.

## **ADJOURNMENT**

The meeting was adjourned at 2:30 p.m.

**MOTION: Moved by F. Farber to adjourn the meeting. Seconded by S. Mann Gray. Motion carried.**

## **Future Meeting Dates**

The next MDVPTB meeting will be held on **Friday, February 8, 2002** in Lansing.

Future meeting dates: **Friday, May 17, 2002; Friday, September 20, 2002**

Documents referenced in these minutes may be obtained from Carri Phillips, MDVPTB. She can be reached at (517) 335-6388.

The **WEBPAGE** for the MDVPTB is located at:  
<http://www.michigan.gov/fia>

Respectfully submitted,  
Carri Phillips